



Community Relations

Public Affairs Office

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COMMUNITY SUPPORT REQUEST FORM

This form is used to request Fort Riley participation in public events. The information is required to evaluate the event for appropriateness and compliance with Department of Defense policies and for coordination with the units involved. Please complete all appropriate sections and send it to the Public Affairs Office **at least 60 days prior to the event date**. The support form should be accompanied with a request letter that includes the nature of the event, what else is included, the type of support requested and how the event will be advertised (the Army's potential participation cannot be used in advertisements). Visit our website at www.riley.army.mil/Services/Fort/PublicAffairs/CommRel.asp to read descriptions and view photographs of equipment and personnel support available.

For speaker requests, please contact us for a separate form.

EVENT NAME:		EXPECTED ATTENDANCE:
EVENT DATE:	EVENT TIME:	EVENT ADDRESS:
EVENT PURPOSE: (DESCRIBE PROGRAM THEME, CIVIC MAKEUP AND PURPOSE OF ARMY PARTICIPATION)		
TYPE OF EVENT: (FOR EXAMPLE – PARADE, CEREMONY, DISPLAY, TOUR)		
EVENT SPONSOR:	CONTACT PERSON	
PHONE:	STREET ADDRESS: (INCLUDE CITY, STATE AND ZIP)	
FAX:	E-MAIL:	

ON-POST REQUEST

Please select items you are requesting for your day's events. Please note some items are subject to availability.

COMMANDING GENERAL'S MOUNTED COLOR GUARD SUBJECT TO AVAILABILITY (SELECT ITEM(S) BELOW)		
STABLE TOUR	ENCAMPMENT	DEMONSTRATION

TOURS (SELECT ITEM(S) BELOW)			
HISTORIC MAIN POST	CUSTER HOUSE	U.S. CAVALRY MUSEUM	REGIMENTAL MUSEUM

SIMULATORS PLEASE NOTE: AVAILABILITY EXTREMELY LIMITED DUE TO WORLD AFFAIRS (SELECT ITEM(S) BELOW)		
CLOSE COMBAT TACTICAL TRAINER	FLIGHT SIMULATOR	ENGAGEMENT SKILLS TRAINER

OFF-POST REQUEST

For off-post support, please provide complete and accurate directions to the event site. Include a map or line drawing. If the event is a parade, show parade route and explain where the mounted color guard will be placed. Indicate location of equipment display area, if applicable.

COMMANDING GENERAL'S MOUNTED COLOR GUARD (Soldiers on Horses) <small>SUBJECT TO AVAILABILITY (SELECT ITEMS AND FLAGS BELOW - SOLDIERS ARE DRESSED IN 1860s CAVARLY UNIFORMS)</small>			
MOUNTED COLOR GUARD	MULES AND WAGON	DEMONSTRATION	ENCAMPMENT
U.S. FLAG	KANSAS STATE FLAG	ARMY FLAG	DIVISION FLAG

FORT RILEY COLOR GUARD <small>SUBJECT TO AVAILABILITY (SELECT PREFERRED UNIFORM AND FLAGS BELOW)</small>			
PERIOD UNIFORMS (WWI TO TODAY)	CAMOUFLAGE BDUS		CLASS A DRESS UNIFORM
U.S. FLAG	KANSAS STATE FLAG	ARMY FLAG	DIVISION FLAG

EQUIPMENT <small>AVAILABILITY LIMITED (SELECT ITEM(S) BELOW)</small>	
HISTORIC CANNON	MILITARY EQUIPMENT

Please include a request letter about your event.

YES	NO	N/A	Please answer the following questions and explain if necessary.
			1. Will admission, seating and all other accommodations and facilities connected with this event be available to all persons without regard to race, creed, color, sex or national origin?
			2. Will the event be used to raise money? If so, please explain.
			3. If the event is more than 300 miles round trip, or if the event time is late in the evening, does the requestor agree to provide the standard military allowances for meals, lodging and incidentals so the Soldiers may stay overnight?
			4. If requesting a color guard and if the Soldiers stay overnight, does the requestor agree to make arrangements to secure their weapons?
			5. Will the requestor provide telephone access at no expense to the government for Army personnel making official calls regarding the event, if needed?
			6. Will the requestor provide electrical power and utility service, if needed?
			7. Will the requestor pay for boarding for horses in the Commanding General's Mounted Guard, if applicable?
			8. Did the requestor include a request letter that explains the nature of the event and event details?

I am acting on behalf of the sponsoring organization and certify that the information provided above is complete and accurate to the best of my knowledge. I understand that representatives from the military services will contact me to discuss arrangements and costs involved prior to final commitments, or to inform me of their inability to support this event. I also understand that operational commitments must take priority and can preclude a scheduled appearance at an approved public activity.

DATE	PRINTED NAME	SIGNATURE